



## Research Technician 2 - Re-Announcement

[Employment and Training Division](#)

**Job Announcement Code: 15-00207**

[Printable Job Announcement](#)

### Deadline

April 30, 2015

### Salary Information

Starting pay is \$13.103 per hour. This classification is in pay schedule-range 06-10. A 6 month probationary period will be required.

### Introduction

The Employment and Training Division is currently filling three Research Technician 2 vacancies. These positions are located at 201 East Washington Avenue in downtown Madison. This recruitment may be used to fill other vacancies as they occur in the next 6 to 12 months.

### Job Duties

These positions are responsible for supporting the operation of the Occupational Employment Statistics (OES) or the Quarterly Census of Employment and Wages (QCEW) programs. Duties include: editing and implementing corrections to employer-reported data; processing survey instruments including classification of responses based on reading and implementing program documentation provided by the Bureau of Labor Statistics; and updating address information necessary to the survey process. The position also telephones Wisconsin employers for clarification and explanation of data reported and to obtain omitted information, and performing miscellaneous data processing and other tasks as assigned.

A complete [position description for OES](#) has been provided for your review.

A complete [position description for QCEW](#) has been provided for your review.

### Required Knowledge, Skills and Abilities

Knowledge of survey data analysis procedures. Extensive skill in interpersonal communications necessary to ensure cooperation of survey respondents. Knowledge of the use and operation of word processing programs, spreadsheets and database management programs, such as MSWord, MS Access and MS Excel. Knowledge of mainframe data entry. Detail oriented. Skill in using a keyboard for data entry. Ability to function as a team member.

## How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Current or former state employees interested in being considered on a transfer, demotion or reinstatement basis for this position should follow the applications/examination instructions above.

Application/examination materials must be completed and finalized on-line by the deadline date. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process.

Questions regarding the positions may be directed to Christine Goslawski at (608) 266-8332 or [CMGJobs@dwd.wi.gov](mailto:CMGJobs@dwd.wi.gov).